



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Centers for Disease Control
and Prevention (CDC)
Atlanta GA 30333

Re: _____
Applicant's Name

Dear Colleague:

The individual identified above has applied to the Epidemic Intelligence Service (EIS) at the Centers for Disease Control and Prevention and has listed you as a reference. The EIS is a two-year, post-graduate fellowship for health professionals interested in the practical application of epidemiologic methods to a wide range of contemporary public health problems. EIS Officers participate in a variety of activities designed to develop their competency in three main areas: epidemiologic process, communication, and professionalism.

We would appreciate your frank and objective evaluation of the applicant. Enclosed is a list of items we would like you to address.

The application deadline for the EIS Program is September 15. In order for the individual named above to be considered, your letter of reference must be received by September 15 as well. Your prompt response will facilitate processing the application and will be most helpful as we prepare for EIS interviews and selections.

Sincerely yours,

Douglas Hamilton, MD, PhD
Director, EIS Program
Division of Applied Public Health Training
Epidemiology Program Office
Centers for Disease Control & Prevention
1600 Clifton Road, N.E. D-18
Atlanta, GA 30333

Enclosure

REFERENCE REQUEST FOR APPLICANTS TO THE EIS PROGRAM

In your NARRATIVE STATEMENT, please

1. Indicate your relationship to the applicant (e.g., employer, supervisor, teacher, dean, faculty advisor);
2. Indicate the period of time you were associated with the applicant;
3. Include comments and examples in response to the following questions that draw upon your interactions with the applicant:

What are the applicant's major areas of interest in the medical or public health field?

Does the applicant take pride in his or her work?

Can the applicant clearly express thoughts orally and in writing?

To what extent is the applicant:

- Intellectually curious and resourceful?
- A rational decision maker?
- Tactful and constructive in personal interactions?
- Respectful of others (e.g., peers, support staff, constituents)?
- Self-directed and independent, yet willing and able to work as part of team?
- Able to work under pressure?
- Willing to take the initiative when appropriate?

4. Indicate whether you would be willing to employ or re-employ the applicant if you had an opening requiring the general professional level and profession of this individual. If yes, in what capacity? If no, please give reasons.